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| Electronic reporting specification  Self-printing tax file number (TFN) declarations version 1.1.0  This specification is to be used in conjunction with the Electronic reporting specification for the Tax file number (TFN) declaration report 2.3.0 | |
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| attention_pms | direction_pms |
| UNCLASSIFIED | For further information or questions, call **1800 072 681** |

**CHANGES IN THIS VERSION OF THE SPECIFICATION**

**Differences between version 1.0 and version 1.1.0**

**General key changes**

* Definitions table added
* Changes have not been tracked where sentences have been restructured and the intent or information has not been changed.
* Changes have been made to the Tax file number (TFN) declaration self print layout because of the addition of the Trade Support Loan (TSL).

ACRONYMS

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| **Acronym** | **Description** |
| **ATO** | Australian Taxation Office |
| **PAYG** | pay as you go |
| **SILU** | Software Industry Liaison Unit |
| **TFN** | tax file number |

Definitions

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| **Term** | **Description** |
| **Payee** | For the purposes of this document, a payee is defined as a person who recives or is to receive a payment |
| **Payer** | A payer is an enitity that makes or will make a payment to a payee |

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1 Introduction

Who should use this specification

This specification is to be used in the development of software for the input, transfer of data and printing of a Tax file number (TFN) declaration electronically completed by a payee.

This specification is intended for use by:

* commercial software developers
* payers developing in-house software
* computer service providers developing in-house software, and
* payers who intend to provide payees with an electronic TFN declaration.

Who should self-print?

Self-printing of TFN declarations on plain paper is available only to payers who lodge their Tax file number (TFN) declaration report to the Australian Taxation Office (ATO) electronically. Self-printed TFN declarations must be in a format acceptable to the ATO and be printed to an acceptable printing standard. For information about the acceptable printing standard, please refer to section **3 TFN declaration specifications**.

attention_pms TFN declarations can only be self-printed when the payer provides a TFN declaration report to the ATO electronically.

Explanation of specification

This specification outlines the requirements for the self-printing of TFN declarations that are completed electronically by the payee. The electronic TFN declaration must be developed in conjunction with the *Tax file number (TFN) declaration reporting* specification, enabling payee information to populate the software product for the generation of TFN declaration report data files. The TFN declaration provides the payer with information to determine the amount of income tax to be withheld from the payee.

A standard format applies for the TFN declaration and can be found at [http://softwaredevelopers.ato.gov.au](http://softwaredevelopers.ato.gov.au/).

attention_pms Instructions to complete the payee details of the TFN declaration must be provided to the payee, either incorporated in electronic TFN declaration procedures or as a hard copy of the instruction component of *Tax file number declaration* – *Instructions and form for taxpayers* (NAT 3092) which can be downloaded from [www.ato.gov.au](http://www.ato.gov.au) website.

Retention of information

When payers report electronically to the ATO, TFN declarations can now be made by a payee through:

* a physical signature on a self-printed TFN declaration form, electronically completed by the payee, or
* a physical signature on the ATO paper stationery TFN declaration form (NAT 3092).

Under taxation law, TFN declarations must be retained by payers for a statutory period, currently set as the second 1 July after the date on which the declaration ceases to have effect.

For example, if a payee ceases work with Payer A on 1 August 2014, then Payer A must retain that payee’s TFN declaration until 1 July 2016.

TFN declarations may be imaged for electronic retention, however if the Commissioner of Taxation asks for the TFN declaration within the timeframe stipulated above, the payer must be able to produce the original signed paper TFN declaration.

Care should be taken with the storage and destruction/disposal of paper TFN declarations, in order to maintain the security of the payee’s tax file number and other personal details.

2 Self-testing process

Self-testing procedures

The approval procedure for the self-testing process for self-printing TFN declarations on plain paper is as follows.

* Software developers self-test the TFN declaration produced by their product(s) against the requirements of this specification. Refer to section **3** [TFN declaration specifications](#PSS) (page 5).
* Once the software developer is satisfied that they have met the requirements of this specification, a Declaration of Compliance may be completed on the ATO Software developers homepage Product register (<http://softwaredevelopers.ato.gov.au>). Completing a Declaration of Compliance will list the product(s) on the Product register.

There is no requirement for in-house developers to lodge a Declaration of Compliance on the ATO Software developers homepage Product register.

TFN declaration variations

attention_pms Variations to the ATO layout for the TFN declaration is not permitted, however the use of a company logo is acceptable providing it does not alter the position of any of the boxes or wording of the ATO layout.

Listing products on the Software developers homepage website

Lodging the Declaration of Compliance automatically lists the product(s) on the Software developers homepage Product register. Software developers that have listed their product on the Product register may direct users to the website at <http://softwaredevelopers.ato.gov.au> for confirmation that the product has met ATO requirements.

For more information on the Product register, contact the Software Industry Liaison Unit (SILU) on **1300 139 052**.

About the Software developers homepage website and Product register

The Software developers homepage website at <http://softwaredevelopers.ato.gov.au>has been designed to facilitate a partnership between the software development industry and the ATO, and provides the following:

* a self-testing model allowing software developers to check their product, package, program or system against ATO test scenarios or relevant format testing
* access to information relevant to all software developers to assist in the development of tax-related software, and
* a software Product register which tax agents and businesses can access to find products that will assist in meeting tax-related obligations.

Commercial developers will need to register on the site for access to the Product register in order to list and manage products. Developers who do not need to register in order to list products may still receive emails detailing significant issues by using the subscription service available from the site. Registering or subscribing for updates is recommended for both in-house and commercial software developers.

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| attention_pms Developers must first register on the Software developers homepage website before they can list their products on the Product register. |

For more information on the Software developers homepage website and the Product register, contact the SILU:

* phone **1300 139 052**, or
* email [SILU@ato.gov.au](mailto:SILU@ato.gov.au)

3 TFN declaration specifications

Quality of print

Printed TFN declarations should be of letter quality print or laser printed so that they may be easily read.

attention_pms Instructions to complete the payee details of the TFN declaration and the Privacy of Information of payee details received by the ATO (page 4 of NAT 3092 instructions), must be provided to the payee. This can be incorporated in the electronic TFN declaration procedures, or as a hard copy of the instruction component of Tax file number declaration – Instructions and form for taxpayers (NAT 3092) which can be downloaded from [**www.ato.gov.au**](http://www.ato.gov.au) **website.**

Number of copies

Payers or payees who self-print TFN declarations are required to print only one paper copy for the payer’s record. The payee is required to electronically complete and physically sign the self-printed TFN declaration and return it to the payer.

attention_pms TFN declarations can only be self-printed when the payer provides a TFN declaration report to the ATO electronically.

Format for TFN declarations

All self-printed TFN declarations for the purpose of this specification must:

* be printed on a standard A4 size paper
* have the same layout as the ATO self-print format, and
* display the information provided electronically by the payee.

All headings, wording and boxes on the self-printed TFN declarations must be in the same location and of a similar size and font as shown in the ATO layout. In addition, payee information that is printed in any of the sections and where the payee inputs personal details and selects responses, should be no smaller than 9pt Arial or 11pt Times New Roman, or similar fonts, to ensure that it is legible.

 The approved layout can be downloaded from the Software developers homepage website at [**http://softwaredevelopers.ato.gov.au**](http://softwaredevelopers.ato.gov.au)

Additional information about self-printing payee selected responses to TFN declaration questions

What is your tax file number (TFN)?

The tax file number input by the payee may be printed on the same line as the question or in the blank space below the question.

The following responses must also be made available electronically to the payee for selection:

* I have made a separate application/enquiry to the ATO for a new or existing TFN
* I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax
* I am claiming an exemption because I am in receipt of a pension, benefit or allowance

If the payee selects one of the responses, the full wording of the selected response must be self-printed in the blank space below the question.

For example:

Q1 What is your tax file number (TFN)?

I have made a separate application/enquiry to the ATO for a new or existing TFN

What is your name?

The following responses must be made available electronically to the payee for selection in the title component:

* Mr
* Mrs
* Miss
* Ms

The selected response may be printed on the same line as the ‘title’ component. The ‘title’ selection is *not* limited to the four responses indicated above.

On what basis are you paid?

The following responses must be made available electronically to the payee for selection:

* Full-time employment
* Part-time employment
* Labour hire
* Superannuation or annuity income stream
* Casual employment

The full wording of the selected response may be self-printed on the same line as the question or in the blank space below the question.

For example:

Q6 On what basis are you employed? Part time employment

**OR** Part-time employment

Questions 7 to 11

Yes/No responses must be made available electronically to the payee for selection. The full wording of the selected response must be self-printed anywhere to the right of the question or instructions on the ATO TFN declaration standard layout for self-printing.

For example:

Q10 Do you want to claim a zone, overseas forces, dependent (invalid and carer) tax offset by reducing the amount withheld from payments made to you?

If **Yes** complete a Withholding declaration (NAT 3093*)* ***No***

4 More information

For more information about this specification:

* email [ato-ereporting@ato.gov.au](mailto:ato-ereporting@ato.gov.au)